



**CADPAC**  
**Education Sub-Committee**  
**October 3, 2003**

Approved: April 2, 2004

**Minutes**  
**Meeting Held at Marriott East - Indianapolis**

**1. WELCOME and INTRODUCTIONS:** Judge Sutton opened the meeting and thanked everyone for coming. Judge Sutton also announced that Judge Michael D. Rush, of Whitley County will be taking over the chair position of the education subcommittee and Judge Sutton will be moving to the Policy Subcommittee as chair. Judge Sutton also welcomed new members Sabrina Myers and Laura Lindsteadt.

**Members present:** Judge Joe V. Sutton, Scott Filley, Laura Lindsteadt, Bernie Burns, Nancy Blackwelder, Sabrina Myers

**Staff present:** Lori Amsbury, Donna Durr

**2. PREVIOUS MINUTES:** Scott Filley/Bernie Burns recommended approval of the July Minutes. Their motion was unanimously passed.

**3. OLD BUSINESS**

**A. Public Notice of Contracting Opportunity (PNCO) -**

Donna provided information that IJC has drafted a contract and submitted it to the potential vendor for review and acceptance. Directors have been contacted to participate in a workgroup for implementation of the contract following its acceptance.

**A. Rules Revisions** – Lori indicated that the proposed rules were approved by the board of directors and have become effective as of September 9, 2003. A copy of the rules are on the IJC website.

**B. IU/Hudson Grant Update** – Lori updated the status of the IU/Hudson Grant, which has been submitted and accepted by ICJI. Programs should continue to collect survey information to be processed in the future, hopefully, early in 2004. The social security number issue has been resolved and information will be provided soon, hopefully before the end of the year. A letter will be sent to Program Directors by our Staff Attorney to explain the process for using the client social security number. The committee suggested an opportunity of discussion on the social security number and data collection be considered by IJC. Lori and Donna indicated they will suggest that this be worked into a Program Directors meeting during the Annual Meeting.

**C. DIRECTOR & STAFF ORIENTATIONS** – (Enclosures 1&2) – Staff Orientation and Director Orientation dates and locations have been set for 2004. Calendars were provided to committee members. These dates are posted on the website.

**D. PRIME for Life – Indiana Update** – (Enclosure 3) - Donna shared information and provided a calendar showing that the PFL-Indiana training schedule for 2004 has been set. A few of the locations are not finalized. The dates will be posted once a few more of the locations are confirmed.

#### **4. NEW BUSINESS**

**A. ANNUAL MEETING 2004** - Donna has confirmed the majority of the presenters for the annual meeting. There are just two areas outstanding, but they are coming together. The next step is to prepare invitation and proposed Agenda. The goal for the invitation to be sent out is early January.

**B. PROGRAM DIRECTORS Meeting – August 28, 2003** – (Enclosure 4) – Lori provided a copy of a Letter to Supervising Judges and Program Directors, dated October 1, 2003, from CADPAC chair Judge Barbara Brugnaux and IJC Executive Director Jane Seigel in response to comments and suggestions of the program directors meeting. Also, included is a CADPAC Action Plan. The committee discussed this letter and made the following comments in reference to the Action Plan:

- ◆ Program Directors really appreciated being able to voice opinions.
- ◆ “Take off their hat to IJC staff for sitting through the comments.”
- ◆ CSAMS – it was hard to make a decision for people that have been in the trenches for a long time. Gaps need to be patched. There are mixed feelings about what we are doing.
- ◆ Substance Abuse Education – Proposed for Supervising Judges and Program Directors. – (Enclosure 5) Committee feels many of the topics are beneficial and should be presented. They would like to suggest that this be considered as part of the current training being offered to judges through their current annual training. Consult with Jane to see if this is feasible. Their main recommendation would be to provide SA Assessments & Training Referrals. Committee recommends that IJC consider a presentation on this during a Program Directors meeting in conjunction with the Annual Meeting 2004.

(1). Action Plan sections:

- a) Training – Committee suggested training on CSAMS, Fees, PPM, Statistics, Variables, and Education Contracts. Perhaps (2) Program Directors meetings per year would allow opportunities for this training. A PD meeting has been planned for the Wednesday before the Annual Meeting in 2004. The committee suggested these topics be considered for this meeting from 1-5:00 p.m. IJC staff will try to work this into the proposed schedule to include a dinner meeting. Committee indicated they would like to see more training for program staff. PD’s are seeing and being forced to hire less experienced people. Staff Orientation is very valuable in providing training. There are not as many people changing jobs within this profession.

- Enclosures:
- (1) Director Orientation Registration form
  - (2) Staff Orientation Information and Registration
  - (3) 2004 Prime for Life – Indiana Calendar
  - (4) Program Directors Meeting August 28, 2003
  - (5) SA Education proposal
  - (6) Education Subcommittee revised list
  - (7) 2004 Meeting Committee & Subcommittee Calendar
  - (8) 2004 Training Calendar
  - (9) 2004 CADPAC committee list